DAU Course Application—
Get the Latest Facts

WHO MAY ATTEND DAU COURSES?
- Military servicemembers must apply under their military service, regardless of their assignment.
- Federal civilians apply under their affiliated military service, DoD, or non-DoD federal service category.
- Defense industry employees working on DoD contracts apply under their own category.
- Foreign personnel registering under a Foreign Military Sales process apply under a special category. Email Art McCormick at arthur.mccormick@dau.mil if you have questions.

HOW CAN I APPLY FOR A COURSE?
Go to www.dau.mil and click on *Enroll Here*. Apply for all courses at this site, including distance learning and hybrid courses.

HOW DOES THE APPLICATION PROCESS WORK?
Each DoD military service, e.g., Army, Navy, etc., is assigned quotas in DAU classes. Each agency, including non-DoD, has a specific training office that acts on applications. Each agency, including DoD non-military departments, funds training costs, such as TDY, assists with TDY orders, places its students in a wait or reservation status, or may disapprove an application. Students should contact their agency's POC if they have questions about the status of their application, why they are on a wait list, or how they should prepare their TDY orders. The POC list can be found at www.dau.mil/registrar/apply.asp at the bottom of the page.

HOW MUCH DO COURSES COST?
At this time, DAU does not charge tuition for its courses, except for foreign students who register under a Foreign Military Sales process. This category of foreign student, Department of Transportation-related agencies, industry, and non-DoD federal employees fund their own students' travel and per diem costs. For military and civilian DoD employees, there are no travel or per diem costs to the student or the student's agency to attend DAU courses as long as the proper procedures are followed. The Director, Acquisition Career Management Office (DACM) associated with each DoD agency will cover these costs, and students need to follow their processes.

WHAT ARE CLASS MODES?
Web-enabled courses are strictly computer-based training. The course schedule shows classes running from Oct. 1 to Sept. 30 since enrollment is constant throughout the fiscal year. Once approved for the course, students have 60 days to complete it, 28 days for BCF-102, 90 days for CON-101. After applying, students will receive various messages from "the system," including log on and password information. Students won't be able to log on until they receive a message saying they have a confirmed registration. Students will receive a message telling them whom to contact in case of technical difficulties or questions for an instructor. These messages should be saved for future reference.

Hybrid courses are composed of a Web-enabled phase, lasting about 45 days, followed a couple weeks later by a classroom phase lasting 5 days, except for PMT-352 which lasts 6 weeks. Students must apply for the B phase of a hybrid. They will automatically be enrolled in phase A when they receive a reservation in phase B. Students won't be able to start phase A until about 60 days before phase B starts (45 days for phase A plus 15 days after the Web-enabled phase ends and the classroom phase begins). This is done because the instructor wants the knowledge students acquired in phase A to be fresh in mind when they arrive to class. Students will receive a message telling them whom to contact in case of technical difficulties or questions for an instructor. These messages should be saved for future reference.

On-site or Residential Courses are traditional classroom courses. On-site courses are conducted at sites outside of the DAU campus network. Residential classes are held at a DAU regional campus.

HOW TO CONTACT THE DAU REGISTRAR?
DAU Registrar
dau.registrar@dau.mil
Phone:
703-805-3003 (DSN 655-3003) or 1-888-284-4906

Industry and Non-DoD Students
industry.registrar@dau.mil
Phone
703-805-4498